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MANUAL FOR VOLUNTARY CERTIFICATION PROGRAM FOR PUBLIC LIBRARIANS AND MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM

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MANUAL FOR VOLUNTARY CERTIFICATION PROGRAM FOR PUBLIC LIBRARIANS AND MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM

BY
THE VOLUNTARY CERTIFICATION TASK FORCE
OF THE
MONTANA STATE LIBRARY COMMISSION
1515 EAST SIXTH AVENUE
HELENA, MONTANA 59620

Effective January 1, 1992

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INTRODUCTION

With the *Manual for the Voluntary Certification Program for Public Librarians and Montana Public Library Recognition Program*, Montana has a system established to certify, on a voluntary basis, librarians and library staff members. The importance to the state cannot be underestimated, for there are few opportunities offered currently to public librarians to be recognized for "going the extra mile" to keep up with the field. The certification process embodied in this document will provide the means by which librarians can improve their skills, boards can require and recognize such efforts on the part of their staffs, and, ultimately, library services to all Montanans will be improved. The latter is really the most important point to be made. If the use of the *Manual* accomplishes this, it will have been worth all the effort that went into it.

The second portion of this dual publication provides a way for librarians, library boards, library federations, and the Montana Library Association to recognize the contributions of volunteers, trustees, and paid library staff who make significant contributions to public libraries. This recognition process is outside the more formal certification process mentioned above, but still recognizes efforts on the part of these people to seek out basic and continuing education related to libraries and highlights significant other contributions made to the library. This recognition process offers a statewide structure for such recognition.

Just a bit of background is in order to understand how the need for the *Manual* emerged. In April of 1988, the State Library Commission approved a proposal from the Library Services Advisory Council to establish a voluntary certification process for public librarians. An intent statement from the Advisory Council recommended the sum of $10,000 in order to:

- set in place a special committee for this project,
- examine the certification plans from other states,
- design a voluntary certification system for public library personnel, including a recognition system for all paid and unpaid staff,
- hire a consultant to write a manual for approval by the council, and
- implement the voluntary certification system.

The Commission added that such a system is to be tied to continuing education.

From the first, this process was viewed as a voluntary one, in keeping with the framers of the idea that mandating certification would not be workable in Montana, especially in light of the fact that such certification carries with it no specific monetary advantage. The Voluntary Certification Task Force met for the first time in December 1989 to begin its work. In April 1990, it hired Raelen Williard to draft the *Manual*. By August 1990, the Task Force had held five hearings around Montana to receive public comments on the draft document. Finally, in August 1990, the Task Force held its final meeting to produce the final draft of the *Manual* for presentation to the Advisory Council and the State Library Commission.

An introduction to this *Manual* would not be complete without a listing of the committee members who worked to bring this project and this process to fruition.

Edna Berg	Bozeman	Trustee
Sheila Cates	Helena	Staff Liaison
Nancy Coe	Hamilton	Trustee
Marilyn LeBlond	Butte	Librarian
Sheila Lee	Plentywood	Librarian
June Phillips	Livingston	Librarian
Geneva VanHorne	Missoula	Library Educator
Carol Waters	Plains	Librarian

All of us should thank these people for all the time and effort they dedicated to this task. We hope their major reward will be the initiation of a successful certification and recognition program for Montana.

Richard Miller, State Librarian
August 1990

WHY VOLUNTARY CERTIFICATION?

The goal of the voluntary certification program is to:

1. improve library service throughout the state;

2. motivate public librarians and library staff members to acquire, maintain, and develop their skills through basic and continuing education;

3. recognize public librarians and library staff who, on a continuing basis, update their knowledge and skills in order to provide better library services to their patrons;

4. improve the public image of librarians and libraries;

5. provide guidelines for public library boards to use to select and retain personnel.

The voluntary certification program will assist in providing for increased direction and uniformity in continuing education programs for librarians across the state and in identifying and recruiting qualified librarians for public library positions.

WHO SHOULD BECOME CERTIFIED?

This certification program is **voluntary**. Local library boards may require certification of designated staff members. Positions participating in the certification program's continuing education offerings will be:

1. the public library director;

2. staff members who are given regularly assigned duties in the areas of administrative services, public services, childrens and youth services, and technical services; and

3. other interested persons.

TIME FRAME FOR VOLUNTARY CERTIFICATION

Librarians may choose to become certified in 1992 or after, but there are benefits to becoming certified in 1992. These are explained below.

1. **Becoming certified in 1992 means:**

   a. The specific educational and library work requirements must be met.

   b. The 40 required continuing education contact hours (See Voluntary Certification Levels for 1992, page 6) do **not** have to be met at this time, but they may be.

   c. All certificates will be valid for an initial period of five years.

2. **Becoming certified in 1993 or after means:**

   a. You must meet all the requirements of your level at the time you apply.

   b. Your certificate will be valid for five years.

HOW TO APPLY FOR VOLUNTARY CERTIFICATION

To become certified, follow the instructions below.

The procedures for voluntary certification also apply to individuals upgrading to a higher level of certification. You can upgrade at any time you meet the requirements for the next level.

Instructions

1. Read this entire manual carefully. The answers to most questions are contained in the manual.

2. Obtain the form, Application for Voluntary Certification for Public Librarians from Appendix A, page 33, the Montana State Library, or your Federation headquarters. Photocopies are acceptable. This is true of the other forms as well.

3. Complete the form following the directions on the form. It should be typed or printed using black ink.

4. If required for your certification level, send an official transcript and/or a diploma to the Screening Board at the address listed at the bottom of this page.

5. If required for your certification level, attach copies of records of attendance of continuing education activities. (See Appendix A, pages 41-46.)

6. Include payment of $10.00 certification fee. Make checks payable to the Montana State Library.

7. Submit the completed form, other required materials, and your payment to the Screening Board at the address listed at the bottom of this page.

8. **It is your responsibility to keep copies of records pertaining to your certification.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.

9. If you have questions that cannot be answered by reading the manual, call or write:

Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620 444-5349

VOLUNTARY CERTIFICATION LEVELS FOR 1992

LEVEL	REQUIREMENTS
LEVEL I	Graduate degree in library or information science from an institution of higher education accredited by the American Library Association
LEVEL II	A Bachelor's degree from an accredited college or university*, **and** A minimum of a minor in library science from an accredited college or university* **[OR]**
	A Bachelor's degree from an accredited college or university*, **and** 15 semester or 20 quarter hours in library education from an accredited college or university*
LEVEL III	A Bachelor's degree from an accredited college or university **[OR]**
	An Associate Degree from an accredited college or university*, **and** 5 years work*** as a library director within the last 10 years

VOLUNTARY CERTIFICATION LEVELS FOR 1992
(Continued)

LEVEL IV	High School Diploma or GED, **and** 60 semester hours or 90 quarter hours of college credit**, **or** High School Diploma or GED, **and** 5 years of library work*** at the level of a library technical assistant or higher (See Glossary for definition) within the last 10 years
LEVEL V	High School Diploma or GED, **and** 2 years of library work*** at the level of a library technical assistant or higher (See Glossary for definition) within the last 5 years

*College credit for Levels II through V must be from an institution accredited by a state, regional, or national accrediting association.

***For the purposes of this manual a year of work is considered a minimum of 1040 hours per year.

VOLUNTARY CERTIFICATION LEVELS BEGINNING JANUARY 1, 1993

LEVEL	REQUIREMENTS
LEVEL I	Graduate degree in library or information science from an institution of higher education accredited by the American Library Association
LEVEL II	A Bachelor's degree from an accredited college or university*, **and** A minimum of a minor in library science from an accredited college or university*, **and** 40 Continuing education contact hours** **[OR]**
	A Bachelor's degree from an accredited college or university*, **and** 15 semester or 20 quarter hours in library education from an accredited college or university*, **and** 40 Continuing education contact hours**
LEVEL III	A Bachelor's degree from an accredited college or university, **and** 40 Continuing education contact hours** **[OR]**
	An Associate Degree from an accredited college or university*, **and** 5 years work*** as a library director within the last 10 years, **and** 40 Continuing education contact hours**

VOLUNTARY CERTIFICATION LEVELS BEGINNING JANUARY 1, 1993
(Continued)

LEVEL IV	High School Diploma or GED, **and** 60 semester hours or 90 quarter hours of college credit**, **and** 40 Continuing education contact hours** **[OR]** High School Diploma or GED, **and** 5 years of library work*** at the level of a library technical assistant or higher (See Glossary for definition) within the last 10 years, **and** 40 Continuing education contact hours**
LEVEL V	High School Diploma or GED, **and** 2 years of library work*** at the level of a library technical assistant or higher (See Glossary for definition) within the last 5 years, **and** 40 Continuing education contact hours**

*College credit for Levels II through V must be from an institution accredited by a state, regional, or national accrediting association.

**Forty continuing education contact hours, including ten contact hours in each of the following four specified areas are required:

1. Public library administration
2. Public library services to the public
3. Technical services
4. Collection management

For more information on the continuing education contact hours see Meeting the Continuing Education Requirements on page 13.

***For the purposes of this manual a year of work is considered a minimum of 1040 hours per year.

RECERTIFICATION

In order to be recertified at your present level, periodic renewals are required. The process is described below.

1. If you became certified in 1992:

   a. You will need to renew your certificate in 1997 and then every five years thereafter. Your certificate may be renewed in the same month it was issued or the following month. (If your certificate was issued in March 1992, it must be renewed in March or April 1997.) If your certificate lapses, you must reapply for certification using the Application for Voluntary Certification for Public Librarians and you will be subject to the guidelines for 1993 and after.

   b. Individuals requesting recertification in all levels must have participated in 40 contact hours of approved continuing education within the last five years, including at least five hours in each of the four areas discussed on pages 18-22.

2. If you became certified or recertified in 1993 or after:

   a. You will need to renew your certificate every five years. You may apply for recertification during the month it expires or the following month. (If your certificate was issued in September of 1993, it must be renewed in September or October 1998.) If your certificate lapses, you must reapply for certification using the Application for Voluntary Certification for Public Librarians and you will be subject to the guidelines for 1993 and after.

   b. Individuals requesting recertification in all levels must have participated in 40 contact hours of approved continuing education within the last five years, including at least five hours in each of the four areas discussed on pages 19-23.

If you are upgrading to a higher level, use the Application for Voluntary Certification for Public Librarians (See Appendix A page 33) and follow the instructions on page 5.

Lifetime certificates will not be issued at any level.

HOW TO APPLY FOR RECERTIFICATION

How to apply for recertification:

1. Read this entire manual carefully. The answers to most questions are contained in the manual.

2. Obtain the form, Public Librarian Recertification Application, from Appendix A (See page 39) in this manual, the Montana State Library, or your federation headquarters. Photocopies are acceptable. This is true of other forms as well.

3. Complete the form following the directions on the form. It should be typed or printed using black ink.

4. If required for recertification, send an official transcript and/or a diploma to the Screening Board at the address listed at the bottom of this page.

5. Attach copies of records of attendance of continuing education activities.

6. Include payment of $10.00 recertification fee. Make checks payable to the Montana State Library.

7. Submit the completed form, other required materials, and payment to the Screening Board at the address listed at the bottom of this page.

8. **It is your responsibility to keep copies of all records pertaining to your certification.** These records are valuable for validation purposes, and also as planning tools when you are identifying your learning needs and deciding how to meet them.

9. If you have questions that cannot be answered by reading the manual, call or write:

Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620 444-5349

RECERTIFICATION REQUIREMENTS

LEVEL	REQUIREMENTS
LEVEL I	40 Continuing Education Contact Hours within the last 5 years*
LEVEL II	40 Continuing Education Contact Hours within the last 5 years*
LEVEL III	40 Continuing Education Contact Hours within the last 5 years*
LEVEL IV	40 Continuing Education Contact Hours within the last 5 years*
LEVEL V	40 Continuing Education Contact Hours within the last 5 years*

*Forty continuing education contact hours, including at least five contact hours in each of the following four specified areas, are required:

1. Public library administration,
2. Public library services to the public,
3. Technical services, and
4. Collection management.

MEETING THE CONTINUING EDUCATION REQUIREMENTS

The Screening Board is an ad hoc committee of the Montana State Library Commission established to review all requests for validation of continuing education activities for voluntary certification or recertification purposes. The following describes two ways an individual can receive continuing education credit.

1. An individual may attend a program that has received prior approval from the Screening Board. It is the responsibility of the program provider to apply to the Screening Board for program approval. It is the responsibility of the individual to obtain a certificate of attendance or to get the instructor's signature (See Appendix A, Form 2, page 41) and submit it to the Screening Board when applying for certification or recertification.

2. Within 90 days after attending a program that has not received prior approval, an individual may submit the Form for Programs Without Prior Approval (See Appendix A, Form 3, Page 39) and proof of program attendance to the Screening Board. The Screening Board will approve or disapprove the program. Continuing education may be on any topic that is relevant to library theory and practice. This would especially apply to programs offered outside of the state of Montana, since these providers would not be seeking prior approval of their programs or courses from the Screening Board.

The Screening Board's Approval of continuing education credits will take into consideration the fact that certification requires continuing education contact hours in each of the following four specified areas:

1. public library administration,
2. public library services to the public,
3. technical services, and
4. collection management.

For more information on continuing education requirements see Validation of Contact Hours, pages 14 to 16 and Conversion Chart for Continuing Education Contact Hours, page 16.

VALIDATION OF CONTACT HOURS

The Screening Board will validate continuing education contact hours required for certification or recertification.

1. Learning Activities that have received prior approval from the Screening Board:

Learning Activities that have received prior approval from the Screening Board, will be validated at the time an individual applies for certification or recertification. Along with the application for certification or recertification, submit the following information to the Screening Board to verify the completion of a learning activity:

a. Learning activities awarded CEU's (conferences, institutes, workshops)	Submit Summary of Continuing Education Records and related forms (See Appendix A, Form 3, page 41)
b. Informal programs not awarded CEU's such as lectures, seminars, workshops, library/information/media association meetings (program sessions only), study groups (3 persons minimum)	Submit Summary of Continuing Education Attendance Records Form (See Appendix A, Form 3, page 41)

2. Academic courses taken at accredited institutions:

Formal courses awarded academic credit will be validated at the time an individual applies for certification or recertification. Along with the application for certification or recertification, submit the following information to the Screening Board to verify the completion of a course.

Formal courses awarded academic credit	Copy of an official transcript sent to the Screening Board

VALIDATION OF CONTACT HOURS
(Continued)

3. Other learning activities that have **not** received prior approval from the Screening Board:

For any other learning activities that have **not** received prior approval from the Screening Board, submit the following to Screening Board within 90 days after attending the activity.

Any other learning activities that have **not** received prior approval from the Screening Board	Submit the Summary of Continuing Education Attendance Records Form (See Appendix A, Form 3 page 41) **and** the Programs Without Prior Approval Form (See Appendix A, Form 4, page 45) to the Screening Board

4. Courses presented by librarians certified at Level I.

Librarians certified at Level I may be given credit for courses, workshops, or learning activities that they present. Librarians may obtain prior approval from the Screening Board or may request approval within 90 days of presenting the learning activity. To request approval, submit the following to the Screening Board.

a. For **prior** approval of courses presented by librarians certified at Level I	Submit the Continuing Education Provider's Application for Approval of Programs with a cover letter requesting credit for yourself
b. Any learning activity that has **not** received prior approval approval from the Screening Board	Submit the Continuing Education Provider's Application for Approval of Programs with a cover letter requesting credit for yourself

VALIDATION OF CONTACT HOURS
(Continued)

If an activity is validated by the Screening Board, keep the record of their approval and submit this information when applying for certification or recertification.

If you have questions that cannot be answered by reading the manual, call or write:

Screening Board
Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620 Phone: 444-5349

CONVERSION CHART FOR CONTINUING EDUCATION CONTACT HOURS

A program that qualifies for continuing education contact hours may include academic courses, home study courses, conferences, institutes, seminars, workshops, lectures, program sessions of library/information/media association meetings, and study groups.

TYPE OF ACTIVITY	UNIT OF MEASURE	CONTACT HOURS
1. Formal Activities		
a. Academic courses, including short courses and home study courses	1 semester hour credit 1 quarter hour credit	16 11
b. Conferences, institutes, seminars,	1 continuing education unit (CEU)	10
2. Informal Group Activities		
a. Lectures, seminars, workshops, (when no CEU's are given)	50 minutes	1
b. Library/information/ media association meetings (program sessions only)	50 minutes	1
c. Study groups (3 persons minimum)	50 minutes	1

CRITERIA FOR APPROVAL OF PROGRAMS

These criteria are based on A Program for Quality in Continuing Education for Information, Library, and Media Personnel by the National Council on Quality Continuing Education for Information, Library, Media Personnel. They are the criteria a program must meet in order to receive prior approval by the Screening Board. They also describe what individuals should consider when they are evaluating the quality of a program they may attend.

Criteria

1. The specific needs of the target audience have been assessed.

2. Learning objectives have been stated in one or more of the following areas: a. changes in attitude and approach to the solution of problems; b. acquisition (or mastery) of new knowledge or the revision of outdated knowledge in specific skills, techniques, and procedures.

3. The program is systematically designed to meet the stated objectives and is accurately advertised.

4. The instructional staff are qualified by education or experience to provide quality instruction in the relevant subject area(s).

5. Evaluation of the program is a part of the educational offering.

6. There is provision for individual participant registration which will include information required for record keeping and reporting, such as a transcript or a record of attendance.

Accredited institutions offering library courses are not required to get prior approval for formal course offerings.

APPROVAL OF PROGRAMS

A statewide Screening Board will approve specific continuing education **programs** rather than **providers**, upon application by the providers. Providers include, but are not limited to:

1. Montana State Library;
2. Montana Library Federations;
3. individual libraries;
4. educational institutions (public and private colleges and universities, community colleges, and public schools);
5. library associations (American Library Association (ALA), Mountain Plains Library Association (MPLA), Montana Library Association (MLA), and others; and
6. the private sector.

It is the responsibility of the individuals to obtain information from the provider on whether the programs they plan to attend have been approved by the Screening Board. If possible, publicity about programs should indicate whether the programs have been approved.

Continuing education providers should apply in advance for approval of the programs they plan to present by completing the form, Continuing Education Providers Application for Approval of Programs, (See Appendix A, Form 5, page 47) and sending it to the Screening Board at the address listed below:

Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620

PUBLIC LIBRARY CONTINUING EDUCATION

Introduction

The Montana voluntary certification program for public librarians has identified the following as the four most important continuing education topics for public librarians:

1. public library administration,
2. public library services to the public,
3. technical services, and
4. collection management.

The outline summary of each topic below lists specific areas in which individuals should develop knowledge, skills, and/or abilities. This continuing education outline has been developed for use by: continuing education providers for use in developing workshops; individuals in planning their ongoing continuing education activities; and local library boards to review the qualifications of librarians and library staff.

I. PUBLIC LIBRARY ADMINISTRATION

A. Governance

1. Roles of librarian and library board
2. Mission of the library
3. Library's governing structure and responsibilities
4. Role of the library, organizationally and legally, within the community's governance structure
5. Library policies and procedures
6. Funding and budget issues
7. Library laws and the legislative process
8. Roles of the Montana Library Commission, the Advisory Council, and the Montana Library Association

B. Cooperation

1. Cooperation among all community organizations and agencies and the library
2. Resources and services available through cooperative arrangements with local libraries, the federation system, the Montana Library Commission, the Advisory Council, Montana Library Association, and regional and national libraries and library networks

C. The planning process

1. The planning process in effective library administration
   a. Structuring the process
   b. Community analysis
   c. Selecting roles
   d. Mission statement
   e. Goals and objectives
   f. Activities to implement goals and objectives
   g. Written document
   h. Evaluation
2. Responsibilities, resources, and schedules in the library planning process
3. Library services in relationship to community needs
4. Marketing plans

D. Personnel management

1. Legality of personnel policies
2. Personnel and organizational structure

E. Technology

1. Automation and the delivery of library services
2. Automation and library administration
3. Roles of other technologies, such as telefacsimile, cable TV, distance learning, and satellite transmission

F. Physical facilities

1. Planning and management of physical facilities, including disaster preparedness
2. Library goals, activities, and functions in relation to the physical layout of the library

II. PUBLIC LIBRARY SERVICES TO THE PUBLIC

A. Staff attitudes as a reflection of the library's basic philosophy of service

B. User's guidance services, including:

1. Instruction in the use of the library
2. Instruction in the use of library tools and equipment
3. Helping users in the choice of print and nonprint media
4. Education through special activities and programs
5. Displays, bibliographies, book lists, etc.

C. Use of the catalog as a finding tool and its relationship to the physical arrangement of material in the library, which includes:
   1. The Dewey Decimal system
   2. Assignment of subject headings
   3. Filing rules
   4. Arrangement of materials on the shelves

D. Library policies dealing with reference questions, circulation, and interlibrary loan

E. Confidentiality and ethics in providing services to patrons

F. Copyright of print and audiovisual media

G. Non-judgmental philosophy of staff in dealing with controversial information requests

H. Problem patrons and the resulting stress on staff

I. The Public library as a lifelong learning institution within the community

J. Special services and programs designed to meet the needs and interests of the community

K. Needs and interests of different age groups in the community

L. Cooperative efforts between the public library, the school library, other area libraries or information services, and community agencies and organizations to enhance library services

M. Interlibrary loan networks to identify resources and materials not available locally

N. Reference services and their relationship to the mission and goals of the library

O. Reference materials and resources

P. Reference interviews

Q. Information requests and in-house reference sources used to respond to those requests

R. Information resources regionally or nationally that provide external sources of reference information

III. COLLECTION MANAGEMENT

A. Written collection management policy approved by the library board

B. Library Bill of Rights and the significance of intellectual freedom and censorship for libraries

C. Selection criteria appropriate for the community and selection of materials

D. Appropriate materials selection tools and their advantages and limitations

E. Collection evaluation with materials identified for retention, replacement, rebinding, and duplication

F. Collection evaluation to assess strengths and weaknesses for planning for future acquisitions

G. Importance of weeding a collection and developing criteria and a workflow plan to accomplish a weeding project

H. Need for various formats of material for the community

I. Methods and sources available for acquiring library materials

J. Orderly and effective expenditure of budgeted funds

IV. TECHNICAL SERVICES

A. Organization of collections into meaningful arrangements

B. Function of a catalog and its relationship to the accessibility of material

C. Examination of materials and the development of the information obtained into a bibliographic record that meets accepted library standards

D. Information used as access points on a bibliographic record and use of those access points to enhance a patron's ability to locate library material

E. Reasons for classifying library materials and the different forms of author notation

F. Alternatives to original cataloging and card production

G. Filing procedures and the need for maintaining cataloging files

H. Methods used to process new materials

I. Maintenance of the collection through inventory control

J. The importance of planning and time management in the processing of materials

MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM
FOR VOLUNTEERS, TRUSTEES, AND PAID LIBRARY STAFF

The overall goal of the recognition program is to provide a way for librarians, library boards of directors, Federations, or the Montana Library Association to recognize volunteers, trustees, or paid library staff who have made significant contributions to their public library.

To recognize a volunteer, trustee, or paid library staff person, complete the form, Montana Library Recognition Activity Form, (See page 27) following the directions on the form. If you have questions that cannot be answered by reading the manual, call or write:

Recognition Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620 444-5349

I. The goals of the recognition program are:

A. to motivate volunteers, trustees, and paid staff to develop library skills through basic and continuing education and to play an active role in their library;

B. to recognize volunteers, trustees, and paid staff for hours/years of library service; and

C. to recognize volunteers, trustees, and paid staff for special achievements;

D. to recognize volunteers, trustees, and paid staff who, on a continuing basis, update their knowledge and skills in order to provide better library services to their communities; and

E. to enhance the image of public libraries.

II. Broad criteria for recognition will be:

A. hours/years of library service; or

B. special achievements including publications.

C. library workshops, conferences, seminars, and training courses given and/or attended;

D. participation in library organization activities such as Federation or Montana Library Association meetings; and

E. continuing education activities such as independent study, home study, and/or credits earned in library related courses.

III. Specific criteria for recognition will be:

A. Paid Staff

1. years of service; or

2. contact hours for continuing education activities supported by written documentation for every 20 hours; or

3. special projects, activities, or achievements.

B. Volunteers

1. hours of service with a minimum of 300 hours; or

2. contact hours for continuing education activities supported by written documentation for every 10 hours; or

3. special projects, activities, or achievements.

C. Trustees

1. participation in state legislative activities; or

2. special projects, activities, or achievements; or

3. continuing education activities; or

4. active participation in Federation activities; or

5. years of distinguished service.

MONTANA PUBLIC LIBRARY RECOGNITION PROGRAM
ACTIVITY FORM

Directions: Fill out all sections of the form. Please type or print using black ink. Mail completed form to: Montana Public Library Recognition Program, Montana State Library, 1515 East Sixth Avenue, Helena, Montana 59620.

PERSON TO BE RECOGNIZED:
Name:

Last First Middle Initial

Mailing Address:

POSITION:
_____ PAID STAFF
_____ TRUSTEE
_____ VOLUNTEER

ACTIVITY DESCRIPTION: Describe the activity for which the person will be recognized. Include how that activity relates to their present position. Attach a continuation sheet if necessary.

Activity Dates
From: To:

Location:

SUBMITTED BY:
Name:
Address: Telephone:

Position:

Signature: Date:

GLOSSARY

CERTIFICATION: A process for recognition of attainment of prescribed levels of education and training.

COMPETENCY: The ability to do something at some level of proficiency. It is usually composed of some combination of knowledge, understanding, skills, attitudes, and values.

CONFERENCE: A general type of meeting usually of one or more days' duration, attended by a fairly large number of people. The emphasis is on prepared presentations by authoritative speakers, although division into smaller group sessions for discussion purposes is often a related activity.

CONTACT HOUR: Fifty minutes of continuous participation. Credit is granted only for full contact hours.

CONTINUING EDUCATION: A lifelong learning process which builds on and modifies previously acquired knowledge, skills, and attitudes of the individual.

INFORMATION SCIENCE:** The study of the creation, use, and management of information in all its forms.

INSTITUTE: Similar to a conference, but more tightly structured. Emphasis on providing instruction in principles and techniques. Institute programs may have certain continuity, meeting on a yearly basis for example.

LECTURE: A carefully prepared oral presentation of a subject by an expert.

LIBRARIAN:** 1. A person responsible for the administration of a library. 2. The chief administrative officer of a library. 3. A class of library personnel with professional responsibilities including those of management, which requires independent judgment, interpretation of rules of procedure, analysis of library problems, and formulation of original and creative solutions, normally utilizing knowledge of library and information science represented by a master's degree.

LIBRARY CLERK:** A category of library personnel with general clerical and secretarial proficiencies who perform tasks related to library operations in strict accordance with established rules and procedures.

LIBRARY COLLECTION: The total accumulation of materials provided by a library for its target group. Synonymous with library holdings and library resources.

LIBRARY TECHNICAL ASSISTANT:** A class of library personnel with specific technical skills who perform tasks in support of library associates or associate specialists and higher ranks, following established rules and procedures, and including, at the top level, supervision of such tasks.

MEDIA: Materials in all formats and all channels of communication that serve as carriers of information.

PAID STAFF: All paid library employees.

PROGRAM: A planned continuing education activity which may include academic courses, home study courses, conferences, institutes, seminars, workshops, lectures, program sessions of library/information/media association meetings, and study groups.

PROVIDER: The person or organization that plans and/or delivers a program.

SEMINAR: A small group of people with the primary emphasis on discussion under a leader or resource person or persons.

STUDY GROUP: Planned program which provides for group participation on specific and limited topics on which participants make presentations before the group.

WORKSHOP: Usually meets for a continuous period of time over one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experimental activity for the participants. The emphasis is more likely to be on skill training rather than principles.

**Definitions for these terms taken from: Young, Heartsill, ed. The ALA Glossary of Library and Information Science. Chicago: American Library Association, 1983.

APPENDIX A: FORMS

(Sample Forms Follow)

It is acceptable to use photocopies of any of the forms included.

1. Application for Voluntary Certification for Public Librarians

   This form must be completed by individuals applying for voluntary certification or upgrading their certification level. Directions are included on the form.

2. Public Librarian Recertification Form

   This form is completed by certified librarians who are requesting recertification. A request for recertification may be submitted in the same month the certificate was originally issued or the month after. (If a certificate was issued in March 1992, recertification must be requested in March or April 1997.) Directions are included on the form.

3. Summary of Continuing Education Attendance Records

   This form records the general information related to attending continuing education activities. Total the number of contact hours for programs with prior approval and those without prior approval, in the appropriate area for certification or recertification. Fill out and attach the activities summary form for Programs With Prior Approval and a copy of the form for Programs Without Prior Approval, if required. Attach this information to the Application for Voluntary Certification for Public Librarians when applying for certification or the Public Librarian Recertification Application for recertification.

4. Summary of Continuing Education Attendance Records/Programs Without Prior Approval

   Submit this form **within 90 days** after attending a continuing education program that has **not** received prior approval from the Screening Board. This enables an individual to obtain approval for a continuing education program that can be used to meet the contact hour requirement for renewal. It should be filled out only if the program did not have prior approval. Directions are included on the form.

5. Continuing Education Providers Application for Approval of Programs

   This form is for continuing education providers to apply in advance for approval of the programs they plan to present.

APPLICATION FOR VOLUNTARY CERTIFICATION FOR PUBLIC LIBRARIANS

Directions: Complete General Information and Certification sections and the section which pertains to the Level for which you are applying. Refer to the Manual for Voluntary Certification for Public Librarians for certification requirements. If you have questions that cannot be answered by reading the manual, call the Public Librarian Voluntary Certification Program, Montana State Library, at 444-5349.

Attach an extra sheet if necessary. Include a payment of $10.00 certification fee. Make checks payable to Montana State Library. Have a copy of an official transcript or diploma sent to the address below, if required. Attach copies of records of attendance of continuing education activities, if required. Submit with completed form to:

Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620

GENERAL INFORMATION

Name: Date:

Last First Middle Initial

Social Security Number:

Mailing Address: _____

Current Position:

Library where currently employed: _____

Address: _____
Telephone:

CERTIFICATION LEVEL REQUESTED: (Circle One)
I II III IV V

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APPLICATION FOR VOLUNTARY CERTIFICATION FOR PUBLIC LIBRARIANS (continued)

_____ **LEVEL I**
Graduate degree in library or information science from an institution of higher education accredited by the American Library Association: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)

_____ **LEVEL II**
Bachelor's degree from an accredited college or university: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)
AND

_____A minimum of a minor in library science (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)
OR

_____Bachelor's degree from an accredited college or university: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)
AND

_____ 15 semester hours or 20 quarter hours of college credit in library education: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)
AND

(CONTINUED ON FOLLOWING PAGE)

APPLICATION FOR VOLUNTARY CERTIFICATION FOR PUBLIC LIBRARIANS (continued)

LEVEL II (Continued)

Level II requires 40 Continuing education contact hours taken within the last 5 years, if applying after January 1, 1993. Attach the Summary of Continuing Education Attendance Records Forms for Programs With and/or Without Prior Approval or have transcripts sent to the Screening Board as required.

____ **LEVEL III**

_____Bachelor's degree from an accredited college or university: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)

OR

_____ An Associate Degree from an accredited college or university: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)

AND

5 years work as a library director within the last 10 years (List dates of employment and name, address, and telephone number of employer.)

AND

Level III requires 40 Continuing education contact hours taken within the last 5 years, if applying after January 1, 1993. Attach the Summary of Continuing Education Attendance Records Forms for Programs With and/or Without Prior Approval or have transcripts sent to the Screening Board as required.

APPLICATION FOR VOLUNTARY CERTIFICATION FOR PUBLIC LIBRARIANS
(continued)

_____ **LEVEL IV**
_____ High School Diploma _____GED:
Date:_____
Place:_____
AND

____ 60 semester hours or 90 quarter hours of college credit: (List name of institution and dates attended. An official transcript sent from the institution to the Screening Board is required.)
OR

_____5 years of library work within the last 10 years: (List name, address, and telephone number of employer.)
AND

Level IV requires 40 Continuing education contact hours taken within the last 5 years, if applying after January 1, 1993. Attach the Summary of Continuing Education Attendance Records Forms for Programs With and/or Without Prior Approval or have transcripts sent to the Screening Board as required.

____ LEVEL V
____ High School Diploma _____GED
Date:_____
Place:_____
AND

2 years of library work within the last 5 years: (List dates of employment and name, address, and telephone number of employer.)
AND

(CONTINUED ON FOLLOWING PAGE)

APPLICATION FOR VOLUNTARY CERTIFICATION FOR PUBLIC LIBRARIANS
(Continued)

Level V requires 40 Continuing education contact hours taken within the last 5 years, if applying after January 1, 1993. Attach the Summary of Continuing Education Attendance Records Forms for Programs With and/or Without Prior Approval or have transcripts sent to the Screening Board as required.

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

Applicant Signature Date Signed

PUBLIC LIBRARIAN RECERTIFICATION APPLICATION

Directions: This form is for **recertification** at your current level. **If you are changing your certification level, complete an Application for Voluntary Certification for Public Librarians instead of this form.**

Your certificate must be renewed every five years in the same month it was issued or the following month. Include payment of $10.00 recertification fee. Make checks payable to Montana State Library. Have a copy of an official transcript or diploma sent to the Screening Board,if required. Attach the Summary of Continuing Education Attendance Records Form, the additional form for Programs With Prior Approval, and **copies** of any previously approved forms for Programs Without Prior Approval. Attach an extra sheet if necessary. **Keep copies of all information pertinent to certification and recertification for your records.**

Fill out all sections of the form. Please type or print using black ink. If you have questions that cannot be answered by reading the manual, call the Public Librarian Voluntary Certification Program at Montana State Library at 444-5349. Submit with completed form to:

Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620

GENERAL INFORMATION

Name: Date:

Last First Middle Initial

Social Security Number:

Mailing Address:

Current Position:

Library where currently employed:

Address: Telephone:

Recertification Level: (Circle One)
I II III IV V

What date were you last certified? (list month and year)

REQUIREMENTS FOR RECERTIFICATION
Total contact hours: Attach the completed Summary of Completed Continuing Education Records Form and include completed forms for programs you have attended both with and without prior approval. Total the hours for programs that you have attended.
College Credit: (An official transcript sent from the institution to the Screening Board is required.)

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

_____

Applicant Signature Date Signed

SUMMARY OF CONTINUING EDUCATION ATTENDANCE RECORDS

Directions: This form is for your use in recording and verifying your attendance at continuing education activities. Complete the general information on the first page of the form. Attach the Summary of Continuing Education Attendance Records Form for Programs With Prior Approval and the approved copy of the form for Programs Without Prior Approval, if applicable. You must include either a certificate of attendance for the activity or the instructor's signature on these forms.

Retain this form and attach a copy to the Application for Voluntary Certification for Public Librarians or Recertification Application form when applying for certification or recertification.

GENERAL INFORMATION

Name: Date:

Last First Middle Initial

Total contact hours: **Certification**
(Requires ten hours in each of the first four specified areas.)

	With Prior Approval	Without Prior Approval
1. Public Library Administration		
2. Public Library Services to the Public		
3. Collection Management		
4. Technical Services		
5. Other (List)		
Subtotal Contact Hours:		

TOTAL CONTACT HOURS:

Total contact hours: **Recertification**
(Requires at least five hours in each of the first four specified areas.)

	With Prior Approval	Without Prior Approval
1. Public Library Administration		
2. Public Library Services to the Public		
3. Collection Management		
4. Technical Services		
5. Other (List)		
Subtotal Contact Hours:		
TOTAL CONTACT HOURS:		

SUMMARY OF CONTINUING EDUCATION ATTENDANCE RECORDS
PROGRAMS WITH PRIOR APPROVAL

Name:_____

Activity Date:_____

Activity Name:_____
Provider:_____
Location:_____
Instructor(s):_____

Instructor: (Signature)_____
Contact Hours:
_____ Public Library Administration
_____ Public Library Services to the Public
_____ Collection Management
_____ Technical Services
_____ Other

SUMMARY OF CONTINUING EDUCATION ATTENDANCE RECORDS
PROGRAMS WITH PRIOR APPROVAL

Name:_____

Activity Date:_____

Activity Name:_____

Provider:_____

Location:_____
Instructor(s):_____

Instructor: (Signature)_____
Contact Hours:
_____ Public Library Administration
_____ Public Library Services to the Public
_____ Collection Management
_____ Technical Services
_____ Other

Name:_____

Activity Date:_____

Activity Name:_____

Provider:_____

Location:_____
Instructor(s):_____

Instructor: (Signature)_____
Contact Hours:
_____ Public Library Administration
_____ Public Library Services to the Public
_____ Collection Management
_____ Technical Services
_____ Other

SUMMARY OF CONTINUING EDUCATION ATTENDANCE RECORDS
PROGRAMS WITHOUT PRIOR APPROVAL

Directions: This form must be completed to request continuing education credit for learning activities that have **not** received prior approval from the Screening Board. The form must be submitted to the Screening Board **within 90 days** of attending a program.

After the Screening Board has approved the program, retain the approved form and attach a copy of it to the Summary of Continuing Education Attendance Records Form to include when you apply for certification or recertification.

Fill out all sections of the form. Please type or print using black ink.

If you have questions that cannot be answered by reading the manual, call the Public Librarian Voluntary Certification Program at Montana State Library at 444-5349.

Public Librarian Voluntary Certification Program
Montana State Library
1515 East Sixth Avenue
Helena, Montana 59620

GENERAL INFORMATION
Name: Date:
Last First Middle Initial
Social Security Number:
Mailing Address:
Telephone:

CONTINUING EDUCATION PROVIDERS
APPLICATION FOR APPROVAL OF PROGRAMS**

GENERAL INFORMATION
Provider:_____ Date:_____
Provider's Representative:

Mailing Address: _____

Current Position of Representative:

LEARNING ACTIVITY DESCRIPTION (Attach a sheet if necessary.)

1. Program Information
   Title:_____

   _____

   Date: _____
   Time(s):_____

2. Presenter(s) and Qualifications:

3. Target Audience:

4. Objectives:

**Formal library science courses awarded academic credit from accredited institutions do not require approval from the Screening Board.

5. Program Description

6. Total Contact Hours
   Public Library Administration:_____
   Public Library Services to the Public:_____
   Collection Management:_____
   Technical Services:_____
   Other: (List)_____
   _____
   _____
   _____
   TOTAL CONTACT HOURS:_____

7. How will the program be advertised?

8. How will the program be evaluated?

I hereby certify that the above information is true and correct to the best of my knowledge.

_____
Provider's Representative (Signature) Date Signed

APPENDIX B

SUGGESTED LEVELS FOR VOLUNTARY CERTIFICATION OF LIBRARY DIRECTORS BASED ON POPULATION SERVICE AREAS OF LIBRARIES

LEVEL	POPULATION SERVICE AREA
LEVEL I *	35,000 OR OVER
LEVEL II	15,000-34,999
LEVEL III	5,000-14,999
LEVEL IV	2,500-4,999
LEVEL V	0000-2,499

Level I for Federation Headquarters Libraries is required by the Montana State Library Commission.